

## 516 ARTS EXECUTIVE DIRECTOR POSITION DESCRIPTION

**JOB TITLE:** EXECUTIVE DIRECTOR  
**REPORTS TO:** BOARD OF DIRECTORS  
**FLSA STATUS:** EXEMPT  
**JOB PURPOSE:** REPORTING TO THE BOARD OF DIRECTORS, PROVIDING LEADERSHIP AND MANAGEMENT OF 516 ARTS, ALBUQUERQUE, NEW MEXICO.  
**COMPENSATION:** SALARY RANGE \$70,000 - \$82,000, PLUS BENEFITS

516 ARTS seeks an Executive Director that is a creative leader committed to the cultural exploration of topics of current relevance through contemporary art and the engagement of artists and audiences of diverse backgrounds and heritage. The ideal candidate models experimentation and collaboration, and has proven leadership, financial, and relationship management experience with skill in implementing exhibitions and programs.

The next Executive Director will work with the Board of Directors to develop a vision that achieves the core mission 516 Arts; will lead innovative and interdisciplinary visual art and its intersections with other disciplines such as science and technology; build audiences for the arts in Albuquerque, New Mexico, and the broader region; and, continue the initiative to expand and develop its physical space.

### **The Organization:**

Established in 2006, 516 Arts is a non-collecting contemporary art museum in Albuquerque, New Mexico that celebrates thought-provoking art in the here and now. At the core of its mission, 516 Arts seeks to connect a diversity of contemporary artists and audiences through exhibitions and public programs that feature local, national, and international artists. 516 Arts prioritizes creative experimentation to delve into timely and pressing themes such as the intersection of Latinx and Indigenous histories in New Mexico and beyond, climate change, migration, and social, economic, and environmental justice.

516 Arts is dedicated to fostering a multifaceted and inclusive arts community through its exhibitions and public programs. Ongoing initiatives include its Indigenous Arts Initiative that encompasses a range of educational and engaging activities, thoughtfully curated to connect with Indigenous artists and communities in New Mexico, while promoting a broader practice of diversity that embraces intersectionality. 516 Arts' Latinx/Intersectional Art Initiative sheds light on the distinctive artistic expressions emerging from our unique location in a US/Mexico border state, enriched by a complex history of Spanish colonial roots interwoven with Indigenous histories. A pillar of our support for New Mexico artists, 516 Arts' annual Fulcrum Fund grant program, launched in 2016, has contributed a total of \$735,000 to 324 independent artists and art spaces in New Mexico. During the pandemic, the Fulcrum Fund played a critical role in providing emergency relief, distributing \$321,000 to 255 artists and art spaces, with a focus on supporting Native American artists and artists of color.

As 516 ARTS continues to evolve, it remains deeply rooted in the New Mexico arts community, guided by the vision of creating a space where the arts flourish, ideas take flight, and diverse voices are celebrated.

## **Key Duties and Responsibilities:**

### *Leadership & Management*

- Taking the lead role on achieving an effective, progressive implementation of the strategic planning process: ensuring that the Strategic Plan(s) is central in achieving the core mission of 516 ARTS, in creating staff priorities, setting organizational goals and performance benchmarks, and the effective stewardship and allocation of resources.
- Overseeing the creative direction of 516 ARTS: collaborating with artists, staff, guest curators, and contractors to realize ambitious and experimental exhibitions and programs, while offering guidance and feedback along the way.
- Curatorial oversight in developing exhibitions and programs: overseeing the schedule and projects in all media and presentation formats, either directly or by delegating to other staff, guest curators, and artists.
- Developing education programs: working with educational institutions at all levels to inspire a future generation that values contemporary arts and its meaning.
- Hiring and managing staff: determining an organizational structure, staffing requirements, and individual staff responsibilities that maximize resources and achievement of mission; developing, mentoring, and retaining highly qualified, diverse, and committed staff and volunteers; fostering staff opportunities for creative and professional growth, shared commitment, and meaningful engagement; maintaining a staff development system that sets clear expectations and measures performance in meeting those expectations.
- Preserving and supporting artistic excellence: collaborating with staff to ensure inventiveness and integrity of programs; evaluating the impact, efficacy, and sustainability of current programs; and establishing priorities, processes, and resources for new and evolving program development.
- Supporting a strong Board of Directors: act as a professional advisor on all aspects of 516 ARTS activities; serve as ex-officio of each committee; help to seek new Board members; seek and build board involvement with strategic direction for both current programming and future opportunities.
- Stewarding the current ownership of the 516 Central Building and the expansion of physical space, including the ambitious campaign to relocate to a new and larger space.

### *Fundraising and Prudent Financial Management*

- Working with the Board to secure adequate funding for 516 ARTS operations: conceiving, leading, and overseeing 516 Arts successful fundraising events: working with staff and Board to raise funds from private, corporate, foundation, and government sources; building and maintaining donor relations;
- Leading a robust grant writing program: work with the Fulcrum Fund Program Manager and Development Coordinator to execute timely grant applications; oversee and support all aspects of grant-funded project management and reporting.
- Providing prudent fiscal management: working with accountants, auditors, and the Board Treasurer on monthly and annual financials; developing annual budgets in consultation with the staff and board; and, monitoring budget-to-actual reports on a monthly basis, and coordinating the annual audit and 990 filing.

#### *Collaboration & Communications*

- Enhancing and expanding meaningful community engagement, connections, and strategic partnerships, and alliances to advance 516 Arts' vision, impact, and resources.
- Managing quality and regular communications: establish and oversee a communication program to update and engage members and the public, including press, social media, and 516 ARTS specific publications.

**Desired Leadership Profile and Background:** 516 Arts' Executive Director is thoroughly committed to 516 ARTS' mission, and is an accomplished and highly regarded leader with experience in nonprofit management and a deep appreciation for and understanding of artists, contemporary art, and the role of innovation in connecting with communities. The ideal candidate demonstrates experimentation, risk-taking, and collaboration in all aspects of the organization's programming. Key traits and qualities include integrity, passion, curiosity, and a confident, inclusive, collaborative, and compassionate leadership style.

#### *Education and Knowledge*

- Bachelor's degree in related field; Advanced Degree in the arts, Arts Management, or related field preferred, or equivalent experience.

#### *Experience*

- Demonstrated success in a leadership role of an arts organization (3+ years).
- Demonstrated ability to develop and achieve fundraising goals, including successful grant-writing experience.
- Past success working with a Board of Directors and committees with the ability to cultivate existing board member relationships;
- Demonstrated experience in the conception and implementation of artistic exhibitions and programs.

- Demonstrated ability to cultivate and steward strategic and meaningful partnerships maintain collaborations and partnerships.

#### *Skills and Competencies*

- Excellent organization and planning skills with the ability to manage and prioritize multiple projects and a capacity to communicate those priorities to stakeholders.
- Strong time management and staff development skills.
- Excellent oral and written presentation skills with the ability to be an articulate, passionate, and effective spokesperson for the organization and its goals.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Excellent leadership in demonstrating core values of experimentation, excellence, and engagement.
- Proficient in remaining current on trends/topics in national and international contemporary and emerging art, and in global and local trends and issues.
- Unwavering commitment to quality programs and dispassionate program evaluation
- Enthusiastic and open approach to envisioning the future of 516 Arts, with a balanced approach to the organization's history.
- Ability to work effectively in collaboration with diverse groups of people
- Ability to develop people and be a beacon of support in the creative communities of Albuquerque.

#### **Compensation:**

- Salary range: \$70,000 - 82,500, commensurate with skills and experience.
- Benefits: \$12,300

#### **APPLICATION PROCESS:**

Interested candidates will submit: a resume; cover letter addressing interest and ability to fulfill the position requirements; names, relationship, and current contact information for 3 references.

Candidates meeting the requirements for the position should be prepared to be interviewed virtually by the Selection Committee. Finalists should be prepared for a second interview, and/or to provide an oral presentation on their candidacy to the Governing and Advisory Boards. It is intended that first interviews will be held during the first part of May; final interviews in the second half of May; final decision by June 7<sup>th</sup>.

**Complete applications will be submitted through this Submittal Link:**

SUBMITTAL: <https://516arts.submittable.com/submit/291638/516-arts-is-hiring-an-executive-director>

**Deadline for applications: May 1, 2024**

Questions may be submitted via email to [board@516arts.org](mailto:board@516arts.org). The deadline for application submittals will not be extended at the request of individual applicants.

**Members of underrepresented groups are encouraged to apply.**

*516 Arts is an equal opportunity employer. Our employment policies are administered without regard to race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origin, or any other legally protected status except as permitted by law.*